

# Agenda Item Form

Agenda Date: 08/31/04

Districts Affected: N/A

Dept. Head/Contact Information: El Paso Water Utilities, Fred Loweree, (915) 594-5501

## Type of Agenda Item:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Resolution   | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements                         | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement                   | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use                       | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements                              | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input checked="" type="checkbox"/> Other <u>Personal Services Contract</u> |   |  |

## Funding Source:

- ☒ General Fund  
☐ Grant (duration of funds: \_\_\_\_\_ Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

☒ Legal Review Required      Attorney Assigned (please scroll down): Lupe Cuellar      ☒ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

Contract will expire and needs to be renewed for another year.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary & Benefits

## Statutory or Citizen Concerns:

N/A

## Departmental Concerns:

N/A

## RESOLUTION

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **JEANNINE BONDURANT**, to assist the El Paso Water Utilities as a Programmer Analyst at a biweekly rate of \$1,777.27 for 40 hours per week. The term of the contract shall be for the period of September 18, 2004 through September 17, 2005.

**APPROVED** this 31st day of August, 2004.

THE CITY OF EL PASO

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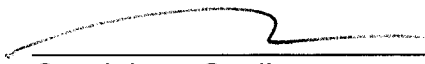
Joe Wardy  
Mayor

ATTEST:

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Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:



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Guadalupe Cuellar  
Deputy City Attorney

STATE OF TEXAS       )  
                                  )  
COUNTY OF EL PASO    )

**PERSONAL SERVICES CONTRACT**

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **JEANNINE BONDURANT**, hereinafter referred to as "Employee," witnesseth:

**WHEREAS**, the City, on behalf of the El Paso Water Utilities, desires to employ the Employee as a Programmer Analyst; and

**WHEREAS**, Employee possesses the skills to render said employment to the City.

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

1.    SCOPE OF SERVICES.   Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the El Paso Water Utilities, in El Paso, Texas.

2.    TIME OF PERFORMANCE. The services of Employee are to commence on or about September 18, 2004 and be completed by September 17, 2005.

3.    COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid at a biweekly rate of One Thousand Seven Hundred Seventy-Seven and 27/100 Dollars (\$1,777.27). The employee shall work a minimum of forty (40) hours per week. Employee is classified as an exempt employee under FLSA and is not eligible for overtime pay. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A.    The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be

eligible to continue to participate in and receive the benefits of those Plans in the same manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, she shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will she make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the El Paso Water Utilities, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out her duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee

at the following addresses:

CITY: City of El Paso  
El Paso Water Utilities  
Attn: General Manager  
1154 Hawkins Boulevard  
El Paso, Texas 79915

EMPLOYEE: Jeannine Bondurant

**IN WITNESS WHEREOF** the parties have executed this agreement at El Paso,  
Texas this 31st day of August, 2004.

CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

EMPLOYEE:

\_\_\_\_\_  
Jeannine Bondurant  
SSN:

APPROVED AS TO FORM:

\_\_\_\_\_  
Guadalupe Cuellar  
Deputy City Attorney

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Edmund G. Archuleta, P.E.  
General Manager, El Paso Water Utilities

## ATTACHMENT A

### SCOPE OF DUTIES STATEMENT

#### PROGRAMMER ANALYST

(EL PASO CONTRACT POSITION)

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##### ***General Purpose***

Under direction, analyze computer capabilities and usage, and write programs and documentation.

##### ***Typical Duties***

Devise and recommend new or revised system and procedures, including justifications for proposed changes. Involves: Study existing systems and procedures of organizations to determine feasibility of conversion to data processing or network application methods. Determine information needs in coordination with personnel of user departments by drawing detailed flowcharts and block diagrams or applying other related methods. Estimate personnel requirements, cost and time for programming projects. Prepare systems development project plans and schedules. Evaluate design alternatives of proposed information processing or network systems, and operations of those implemented to ensure efficient utilization of resources. Analyze program specifications for completeness and conformance to established standards. Recommend technical solutions and improvements to automated systems. Ensure that project products meet departmental standards.

Write, test, implement, and maintain complex automated systems and computer programs. Involves: Prepare complete and precise user instructions, programming and system documentation for implemented systems according to established standards. Report programming activity and project status to management. Analyze software packages and modify to meet users' needs. Provide technical assistance to operations and programming personnel by analyzing information work procedures and job methods to solve operating system problems or debug programs. Estimate and document resource requirements for input handling, processing and output preparation for each system function. Prepare systems design alternatives according to established standards. Review and approve proposed program logic. Ensure programs are thoroughly tested and documented before release as operational. Identify documents and evaluate information requirements at various management and operating levels. Participate in developing programs to educate management and users in data processing capabilities and requirements. Train functional end users in capabilities of their systems, and guide them in dealing with related issues and problems.

Perform related duties as assigned. Involves: Substitute, if assigned, for immediate supervisor or coworkers during temporary absences by performing delegated duties sufficient to maintain continuity of normal operations. Assist supervisor with training new staff in established programming standards and procedures.

##### ***Minimum Qualifications***

Training and Experience: Equivalent to a combination of an accredited Bachelor's degree in Computer Information Systems, Data Processing or related field including six (6) semester hours of structured programming and three (3) semester hours of systems analysis and design, plus one (1) year of general professional data processing experience which regularly included complex programming using one or more installed third or fourth generation command languages (for example, COBOL, Visual Basic, C+ and SQL) or successful completion, by time of appointment, of specialized technical training leading to scholastic certifications or other software vendor recognition as a qualified journey level professional in an installed functional aspect of a commercial application package (for example, Lawson Suite, People Soft or KRONOS).

##### Special Requirements:

- Certification or specialized training must be maintained up to date to ensure journey level knowledge of installed upgrades, added modules or other enhancements during course of employment.
- Be available for work beyond standard workday or workweek hours as necessary.



# Jeannine Bondurant

**Objective** Seeking a position as a programmer analyst.

**Qualifications** *Program Analysis-* Coordinated with multiple users and acted as liaison between end user and application developers to determine reliable and easily maintained application design for complex project management system. Completed design research for applications intended to capture employee time and attendance and interface the CFAWin inventory system with PS Financials. Analyzed user requirements to create applications to assist with daily work activities. Researched emerging coding methods to ensure cost-effectiveness and storage efficiency. Identified potential version conflict logic. Analyzed programs to determine error resolution.

*Program Development-* Implemented user-friendly applications for major impact systems using various programming languages. Defined tables, created relational databases, complex forms and forms coding to build complete contract and project management system, interface applications, and Time / Attendance capture applications. Incorporated use of new coding methods to make logic easy to understand and follow. Designed systems or modifications based on requirements established by intended users.

*Program Maintenance-* Managed PS General Ledger, Inventory, and Purchasing module maintenance. Effectively resolved several trouble calls concerning both PS Financials and PS HR. Responsible for resolving any outstanding issues concerning all internally created applications. Routinely review code on established applications to ensure continued product improvement. Responsible for ensuring Y2K compliance of major state systems. Routinely updated logic to comply with version changes. Determined source code in error and modified logic to meet user demands.

*Application Implementation-* Assisted in the team effort to bring PeopleSoft HR version 8.3 online. Began the research for the PeopleSoft Financials upgrade.

*Application Documentation-* Authored and created User Manuals for all internally created applications. Distributed manuals to users both electronically and by paper copy. Created a user Manual for the Hansen application detailing company procedures and processes. Documented internal procedures for People Soft user processes.

*Management-* Continued successful management of a team of seven end users and two application developers to the completion of PMIS (Project Management Information System) application being developed currently. Coordinate meetings, facilitated module testing, advised end user and developer of all intentions and results. Acted as lead programmer in PMIS application development effort to include supervision of activities for two external programmers and one EPWU programmer. Acted as advisor and director of PS Financials applications review and revision for tv EPWU programmers.



**Employment History**

*Programmer Analyst, El Paso Water Utilities Public Service Board      September, 2000 - Present*

*Programmer Analyst 2, Tennessee Department of Finance and Administration   March, 1998 - Feb, 2000*

*Assistant Director, Clarksville Church of God Helping Hands Ministry   March, 1997 - July, 1997*

*Records Clerk, Central Texas College   June, 1995 – January, 1996*

*Equipment Records and Parts Specialist, US Army   November, 1988 – April, 1995*

**Education**

2003 to Present   Park University   Fort Bliss, TX  
18 hours towards BS Management of Information Systems  
GPA 4.0

1997   Austin-Peay State University   Clarksville, TN  
BS Public Administration; Minor: Management Technology  
GPA 4.0

1996   Central Texas College   Killeen, TX  
AAS Business Administration  
GPA 4.0

**Computer Skill**

- DOS, Windows, Word, Excel, PowerPoint, Access, Projects, Adobe Photoshop 6.0
- Eight years experience with DOS and Database programs
- Four years experience reviewing, maintaining, and revising COBOL code.
- Two years experience online and batch computer programming in CICS, IMS, COBOL II, COBOL/MVS, and DB2.
- Four years experience programming utilizing VBA for Access
- Four years experience reviewing, maintaining, and revising code for People Soft
- One year experience programming utilizing VB6.